



United States Department of State

*Office of Foreign Missions  
Washington, D.C. 20520*

## NOTICE

### DEPENDENT WORK AUTHORIZATION REQUESTS

Please note the following **requirements and guidelines** for dependents (other than at the UN, UN Missions, TECRO, or NATO) requesting employment authorization in the United States.

Only **complete** applications (as described on page 2-3) will be considered for processing and in the order they are received as complete. If an application is missing any items described on page 2, it will be returned to the embassy or international organization, which must resubmit it as one complete package.

Note: If applicant needs to replace a lost or stolen EAD card, a complete EAD application package must be submitted to OFM.

Applications from the following dependents will **not** be accepted:

- Children under age 16 or over age 24
- A-2 visa holders who are permanently resident in the United States for purposes of the Vienna Conventions on Diplomatic and Consular Relations
- A-3, G-2, or G-5 visa holders

**Inquiries regarding the status** of an application will not be answered until *four weeks* after a complete application is submitted to OFM. Such inquiries may only be directed to [OFM-EAD@state.gov](mailto:OFM-EAD@state.gov) (no phone calls) and must contain the following information in order to be considered:

- Dependent's name and PID number
- Principal's employer
- Date of submission of application

For information about **Social Security numbers**, please refer to circular note No. 14-2069, dated December 3, 2014, available at:

<http://www.state.gov/documents/organization/234856.pdf>.

A **complete application package** for dependents requesting employment authorization must include the following:

**A. Instructions for All Applications**

**B. Additional Instructions for Applications Based on De Facto Arrangements**

**C. Additional Instructions for Renewal Applications**

**D. Additional Instructions for G-4 Visa Holders**

**A. Instructions for All Applications**

- Diplomatic note from the embassy or international organization, including point of contact's e-mail address.
- Form I-765, Application for Employment Authorization. (The following version must be used: <http://www.uscis.gov/sites/default/files/files/form/i-765.pdf>.)
  - The form must be typed and complete, with the original signature of the applicant.
  - For Part 3, use the mission address as the U.S. mailing address.
- Form I-566, Interagency Record of Request. (The following version must be used: <http://www.uscis.gov/sites/default/files/files/form/i-566.pdf>.)
  - Two (2) copies of the form must be submitted, both typed and completed, with the original signature of the applicant on both.
    - In Parts 1 and 2, Section 2, both copies must include the applicant's current residential address. This address must match the address that OFM has on file. If the applicant has recently moved, include this information in the diplomatic note.
  - Part 6 must be completed, signed, and dated by an accredited officer of the embassy or international organization. Embassies and international organizations must put a seal or stamp on the form.
    - Under Part 6, the first and second boxes must be checked.
    - For all except G-4 visa holders: check the bilateral agreement or *de facto* box (as appropriate) and type the principal's country of employment in the appropriate box.
  - Under Part 2, Section 3, an expected end date of the individual's tour of duty must be provided.
- Copy of valid passport, visa, and Form I-94 (which can be found here: <https://i94.cbp.dhs.gov/I94/consent.html>) for both the principal *and* the dependent.

- Two (2) passport photos of the dependent that are taken within the last 30 days of submitting the application. Write the applicant's name and alien registration number on the back of each photo.
- If the applicant is a child age 21, 22, 23, or 24, an enrollment verification letter for the current semester from a college or university registrar's or bursar's office certifying that the individual is a full-time student.
  - Note: Only certain bilateral work agreements allow students age 23 or 24 to apply under this program. If the current semester is coming to an end, the enrollment verification letter must indicate that the applicant is or will be enrolled as a full-time student for the upcoming semester or term.
- If the applicant is a child who is physically or mentally disabled, a letter from a physician within the past 6 months confirming that the individual is disabled and dependent on his/her parent.

Complete application packages may be dropped off at or mailed to:

Department of State  
 OFM Customer Service Center  
 3507 International Place NW  
 Washington, DC 20522

Please direct questions to [OFM-EAD@state.gov](mailto:OFM-EAD@state.gov) and include the applicant's PID number.

## **B. Additional Instructions for Applications Based on De Facto Arrangements**

If the dependent is applying under a *de facto* work arrangement:

- On Form I-566, under Part 2, Section 3, the expected end date of the individual's tour of duty must be more than six months from the date the form is signed.
- Include a statement from the prospective employer which includes: the dependent's name, a description of the position offered and the duties to be performed, the salary offered, and verification that the dependent possesses the qualifications for the position.
  - If the dependent intends to be self-employed, also include in the statement the name(s) of prospective clients, how the dependent intends to advertise his/her services, and resume or CV. Such letter must be provided and signed by the dependent.

### **C. Additional Instructions for Renewal Applications**

For renewal EAD applications, also include:

- A copy of previous EAD
- Federal and state income tax returns for such years previously authorized to work in the United States.
  - Applicant should have filed Form 1040NR or 1040NR-EZ for the years during which they worked as an A or G visa holder.
    - Applicants **must** provide signed income tax returns or proof of e-filing.
  - If applicant had an EAD but was never employed, applicant should include a statement certifying that he/she earned no income.

### **D. Additional Instructions for G-4 Visa Holders**

If the dependent is a G-4 visa holder,

- On Form I-566:
  - Under Part 2, Section 3, an expected end date of the individual's tour of duty must be provided.
  - Under Part 6, check the box labeled "Based on principal alien's G-4 status".
- Include a statement from the prospective employer which includes: the dependent's name, a description of the position offered and the duties to be performed, the salary offered, and verification that the dependent possesses the qualifications for the position.
  - If the dependent intends to be self-employed, also include in the statement the name(s) of prospective clients and how the dependent intends to advertise his/her services. Such letter must be provided and signed by the dependent.